



**Affordable Housing Trust Fund
Board of Trustees
Action Plan Working Group**

Date: March 31, 2022
Time: 8:15 AM – 9:00 AM
Location: Conducted via remote participation
Attendees: Karen Kelleher, Neal Mongold, Calpurnia Roberts, Jaclyn Pacejo, Kelly Lynema

Meeting Summary

Calpurnia walked the Working Group through the draft Community Engagement Plan she created to accompany the scope of work for the Trust and a consultant on the Action Plan. The draft engagement plan includes the purpose of engagement for the Action Plan, defines the target population for outreach and engagement, provides an overview of community engagement completed as part of the development of the Housing Plan, methods for reaching and promoting the process to various target populations, a timeline for engagement, and suggested survey, interview, and listening session questions.

The working group discussed next steps. It is aiming to have a discussion draft of an Action Plan outline and consultant scope of work for review before the next meeting and discussion at that meeting (next Thursday April 7). Calpurnia will modify the proposed engagement plan pursuant to our discussion. Everyone will review and comment on the attached goals framework within the next two days and provide feedback to Karen and Jaclyn. Karen will knit all the pieces together into a draft for review and discussion, to be distributed late Tuesday or early Wednesday. The draft will be revised accordingly after the meeting and circulated to the full meeting of the Trust prior to its 4/14 meeting.